RESIDENTIALLY BASED SERVICES PROGRAM
PAYROLL & FRINGE BENEFIT REPORT (SR 4r) RBS (Instructions)

RBS RESIDENTIAL COSTS

PURPOSE:

The Residentially Based Services (RBS) Payroll and Fringe Benefit Report (SR 4r RBS) captures actual allowable and reasonable costs on payroll and fringe benefits of children enrolled in the RBS Residential Program.

INSTRUCTIONS FOR COMPLETION:

Report all amounts to the nearest whole dollar amount.

Corporate/Licensee Name: Enter the Licensee name shown on the most recent Group Home Program Rate Application (SR 1).

Corporate Number: Enter the corporate number issued by the California Secretary of State.

Program Number: Enter the RBS program number assigned by the Department.

Reporting Period: Each RBS Payroll & Fringe Benefit Report shall be based on actual fiscal data consistent with the RBS provider's most recent fiscal year. For the reporting period enter the first month and year and the last month and year for the fiscal year.

Number of months in cost report period: Enter the number of months for the cost period. For a full fiscal year, enter "12".

I. RBS PAYROLL (DO NOT INCLUDE BENEFITS): Enter the total RBS payroll for child care and supervision under column 1, RBS payroll for social work activities under column 2, and RBS payroll for mental health treatment services under column 3.

II. RBS FRINGE BENEFIT EXPENSE:

Line 1. **FICA Employer Tax:** Enter the total FICA Employer Tax (including MEDICARE) for RBS child care and supervision under column 1, RBS social work activities under column 2, and RBS mental health treatment services under column 3.

Line 2. **Unemployment Coverage:** Enter the total unemployment coverage for RBS child care and supervision under column 1, RBS social work activities under column 2 (For example: State Unemployment Insurance, State Employment Training Tax and Federal Unemployment Insurance), and RBS mental health treatment services under column 3.

Line 3. **Workers' Compensation Insurance:** Enter workers' compensation insurance for RBS child care and supervision under column 1, RBS social work activities under column 2, and RBS mental health treatment services under column 3.

Line 4. **Medical Insurance Expense:** Enter the medical insurance expense for RBS child care and supervision under column 1, RBS social work activities under column 2 (Include medical, dental and optical plans paid for the employee by the program), and RBS mental health treatment services under column 3.

Line 5. **Retirement:** Enter the employer's contributions to a retirement plan for RBS employees for child care and supervision under column 1, RBS employees for social work activities under column 2, and RBS mental health treatment services under column 3.

Line 6. **Other:** Include such RBS items as employer-paid disability insurance, life insurance, housing allowance and the like. Enter the benefits for RBS child care and supervision under column 1, RBS social work activities under column 2, and RBS mental health treatment services under column 3.

TOTAL RBS FRINGE BENEFITS: Add lines 1 through 6 for RBS child care and supervision and enter under column 1. Add lines 1 through 6 for RBS social work activities and enter under column 2. Add lines 1 through 6 for RBS mental health treatment services and enter under column 3.

III. TOTAL RBS PAYROLL & FRINGE BENEFITS: Add RBS payroll and total RBS fringe benefits for child care and supervision and enter under column 1, RBS payroll and total RBS fringe benefits for social work activities under column 2, and payroll and total RBS fringe benefits for mental health treatment services under column 3.

IV. RBS CONTRACTOR COSTS: Enter contractor costs for RBS social work activities under column 2 and contractor costs for RBS mental health treatment services under column 3.

V. TOTAL RBS COSTS: Add lines III and IV for child care and supervision, social work activities, and mental health treatment services and enter the "Total RBS Costs" on Line V, columns 1 through 3. Columns 1 through 3 must be carried over to the RBS Cost Report (SR 3 RBS) to column A, lines 1, 2a, and 2b.